



# MEMBERSHIP RENEWAL

## APPLICATION FORM

### NAME OF YOUR ORGANISATION

We agree to abide by the conditions set out in the WJA's articles of association, charter of professional conduct, bylaws and procedures, currently in place. These documents can be viewed in the members' section on the WJA website.

We also agree that the WJA may keep our details in an electronic form and may use them in conjunction with its business.

# WJA Charter of Professional Conduct

If we are accepted as members of the WJA, we agree to adopt and abide by the WJA Charter of Professional Conduct incorporating the following principles:

1. **Legality & Fairness:** Members will ensure business is conducted in a legal, lawful and socially responsible manner. Also that they uphold principles of fairness and equal opportunity, and that business practices are free from any form of unlawful discrimination, whether on the grounds of age, sex, race, disability or otherwise. Members are also expected to comply with minimum and living wage legislation at all times.
2. **Competence & Professional Standards:** Members will guarantee that all business affairs are administered in a thoroughly competent and professional manner.
3. **Honesty & Integrity:** Members will adopt an attitude in all business relationships which is honest, diligent and faithful with regards to all contracts or agreements into which they enter freely, and all other business arrangements and obligations.
4. **Respect and Professional Behaviour:** Members will interact and deal with other members at all times in a respectful and professional manner.
5. **No Prejudicial Action:** Members will refrain from any conduct or action that is prejudicial or detrimental to the interests of the WJA and will not act in any manner that is likely to bring them, their profession, or the WJA into disrepute.
6. **Active Participation:** Members will undertake to become active participants within the WJA, accept all the rules and promote them within their organisation, and agree to support all common objectives.
7. **Compliance:**
  - a) Members undertake that any work they perform will be carried out according to the requirements of the relevant code of practice published by the WJA, They will endeavour to promote WJA standards and training within their organisations. They will also hold the relevant WJA training certificates.
  - b) Members will sign a declaration at each annual membership renewal date confirming that they are fully insured for all activities of their business.
  - c) Members will confirm acceptance of this declaration annually as part of the online membership renewal process.
8. **Accidents, Incidents & Near Misses:** Accidents, incidents and near misses must be managed in accordance with HSE guidelines. All such matters relating to water jetting must be reported to the WJA (confidentially, if preferred). This will allow the WJA to post guidance in the password-protected member's section of its website and in safety bulletins to alert other members of relevant risks.
9. **Expulsion for Breach:** Any breach of the charter by members will be dealt with in accordance with the WJA's articles of association, bylaws and procedures may lead to expulsion from the association.

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## ORGANISATION DETAILS

If the information provided in last year's membership form has changed in the last 12 months, please provide the new information.

Company contact for correspondence

Job title

Email address of company contact

Telephone number of company contact

Mobile number (if applicable)

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## INSURANCE CERTIFICATES

**Please note:** WJA blue chip members are not required to provide these insurance certificates.

**2.1 Please attach copies of the insurance certificates itemised below.**

Public liability insurance – expiry date

Employer liability insurance – expiry date

Professional indemnity – expiry date (training providers only)

Hired-in plant or product liability insurance – expiry date

Motor insurance – expiry date

- The annual WJA membership renewal fee is £400 plus VAT.
- The annual WJA audited membership renewal fee is £900 plus VAT.
- Annual WJA blue chip membership renewal is free-of-charge.

Please return your completed renewal form, with the insurance documents attached (these are not required for blue chip membership) to: [renewals@waterjetting.org.uk](mailto:renewals@waterjetting.org.uk)

Upon receipt of your renewal documents, we will email your invoice via QuickBooks. Once payment has been received, we will issue your membership certificate.

**Signed for and on behalf of the company:**

**Name**

**Position in company**

**For (company name)**

**Date**